

SECRET

#36

10 September 1968

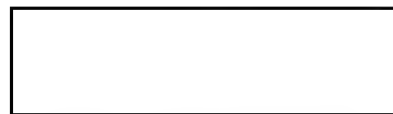
MEMORANDUM FOR: Chief, Document & Pictorial Services Division

SUBJECT : DIA Information Reports With Photo Enclosures

1. The attached flow chart incorporates a suggestion for streamlining the flow of DIA IR's with photo enclosures through the ISG System.

2. As you are aware, Photo Section has initiated several changes in handling of DIA IR's with the result that these reports are available to the ISG Area Divisions, one week earlier than previously.

3. The attached draft memo of suggestions to the ISG, is submitted for your consideration since any other changes in this flow are under jurisdiction of the ISG and can only be implemented internally within the ISG.



Chief, Photo Section

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DIA review(s) completed.

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TO: Chief, ISG

SUBJECT: DIA Information Reports With
Photo Enclosures

1. As a result of a recent study of the procedures for handling DIA Information Reports with photo enclosures, it was felt that economies of time could be achieved with only slight modifications in the procedure.

2. It was noted that those DIA photographs which were accessioned by the ISG area divisions were placed on the CIA panel for one week prior to their return to the area division. It was felt that this was purely duplicative, since all such photographs had been on the DIA panel and were available for review and selection prior to being accessioned. The Photo Section no longer includes this photography on the CIA panel, this results in the delivery of this photography to the area divisions one week earlier than previously.


3. As a result of this study, it was also noted that the index record of such photography accessioned could be made available approximately two weeks earlier if the indexing were done at the time the caption report and the photo action slip were prepared.

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This modification of the ISG indexing procedure is suggested for your consideration and possible future implementation.

4. If you have any suggestions regarding further modifications of this or any other procedure to improve the effectiveness of handling photography, please contact me at your convenience.


Chief, DPSD

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